

**THE KING'S ACADEMY**  
**STOCK DONATION INSTRUCTION LETTER**  
(To Be Delivered To Your Financial Institution)

[  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]

**[Date]**

[Your Financial Institution Name]  
Attention: [Your Broker's Name or Transfers Department]  
[Institution Address]  
[City, State ZIP Code]

**Subject: Letter of Instruction –Stock Donation**

Dear [Broker's Name],

Please accept this letter as my authorization to transfer the following securities from my account to the charitable organization listed below as an irrevocable gift.

**Donor Account Information**

- Account Name: [Your Name]
- Account Number: [Your Account Number]

**Securities to be Transferred**

- Name of Security: [e.g., Apple Inc. (AAPL)]
- Number of Shares: [Exact number of shares to be donated]
- CUSIP (if known): [CUSIP number]

**Receiving Organization Information**

- Account Name: South Dallas Community School dba The King's Academy
- DTC Number: 0443
- Receiving Firm Name: Pershing LLC
- Account Number: TEP005035
- Contact Person: Sharyn Casey, Director of Development
- Contact Email: [scasey@tkadallas.org](mailto:scasey@tkadallas.org)

Please process this transfer as soon as possible. If you require any additional information or documentation to complete the transfer, please contact me at [Your Phone Number].

Thank you for your prompt attention to this request.  
Sincerely,

[Your Printed Name]